

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-09.K

Subject:

DATE: 04/02/97

Sunset Review: 04/02/00

TRAINING ACCIDENT INVESTIGATION
TEAM (TAIT)

1. PURPOSE. This directive promulgates the policies and assigns responsibilities for convening and utilizing a Training Accident Investigation Team (TAIT); it also sets forth the team's composition and area of responsibility.
2. SCOPE. The policies of this directive apply to all accidents during training situations which involve students, staff, Participating Organizations (PO) and contractors.
3. CANCELLATION. FD 70-09.K, FLETC Accident Investigation Teams, dated December 18, 1985, is superseded.
4. REFERENCES.
 - a. 29 CFR Part 1960, Subpart 1, Record Keeping and Report Requirements.
 - b. Treasury Directive 71-05, Departmental Safety and Occupational Health Program, dated 8/4/95.
 - c. Accident Investigation Team (AIT) SOP
 - d. Georgia Criminal Law and Motor Vehicle Handbook, current edition.
 - e. New Mexico Criminal Law and Motor Vehicle Code.
5. DEFINITIONS. The TAIT is a group composed of appropriate Office of General Training (OGT), Office of Special Training (OST), Office of State, Local, and International Training (OSLI), or Office of Artesia Operations (OAO) staff members; and may include PO and/or Security and Safety Division (SEC) staff members. The TAIT is responsible for investigating training related accidents for the purpose of evaluating training methodologies.

6. POLICY.

a. The TAIT shall be utilized for any accident which (1) occurs as a result of training, (2) does not meet the criteria for an Accident Investigation Team (see AIT SOP), and (3) upon initial review by the training office program manager who is assigned responsibility for the program, appears to have resulted from improper training techniques and/or problems with training equipment or facilities. To ensure that recommendations are in compliance with OSHA regulations, the Chief, SEC, will review and comment on recommendations prior to submission of the report to the appropriate office director. All determinations regarding laws and regulations shall be reviewed by FLETC's Legal Counsel.

b. The appropriate program manager and on-site PO representative will be notified immediately of accidents involving their staff and/or students, and will be provided access to all information related to the training accident. The PO representative for the agency of the student or instructor involved will be invited to participate in the TAIT; however, they may also conduct their own investigation in conjunction with the TAIT. Upon request, the PO will be provided a copy of the completed FLETC report.

7. RESPONSIBILITIES.

a. All individuals are responsible for (1) immediately notifying the FLETC Security Police or SEC of any accident which includes, but is not limited to, injury, death, hospitalization, or property damage involving students, Federal employees, or other persons if the accident has any relationship to FLETC activities, training equipment, or facilities; and (2) completing a Personnel Injury/Property Damage Mishap Worksheet (Attachment 1).

b. The SEC, upon notification of a training accident, will gather the preliminary data regarding the accident and notify the program manager responsible for the training program. The SEC will also notify the (1) Deputy Director, (2) Director, (3) Office of Administration (ADM), and (4) the appropriate PO representative.

c. The responsible program manager will notify the appropriate office director, and determine if a TAIT should be convened. If they decide that a team is required, the program manager will (1) contact the required division chief in each appropriate training office (OST, OGT, OSLI, or OAO) for the formation of the team; (2) designate a team leader; (3) brief the team members on the available information regarding the training accident and any specific guidelines or directions deemed appropriate; (4) establish the date for the completion of the investigation; (5) notify the Safety Manager of any training accident resulting in medical attention or loss of time for

students or staff; (6) submit a preliminary oral report and final written report to the appropriate office director; and (7) provide copies of completed Personnel Injury/Property Damage Mishap Worksheet to the Chief, SEC.

d. Each division will provide appropriate staff to serve on a TAIT when activated by the program manager. A TAIT will normally be comprised of one individual from each training office, the SEC, and a PO Representative. Upon activation of the TAIT by the program manager, the TAIT members will respond to the scene as soon as practical and begin their investigation.

e. The TAIT leader will (1) prepare a draft report; (2) coordinate the draft report with the Chief, SEC, (3) prepare the final report using the prescribed format (Attachment 2); and (4) forward the final report to the program manager who will review the report before sending it to the appropriate office director with comments or recommendations.

f. The appropriate office director will (1) review the final TAIT report ; (2) return it to the appropriate program manager with instructions for further action(s) if deemed appropriate; and (3) give approval/disapproval of the recommendations contained in the report. The office director will forward the final report through the Director's Office to the Chief, SEC, for record keeping.

8. REPORTS.

a. Initial Written SEC Reports. When SEC or the FLETC Security Police respond to an accident, all reports prepared will be provided to the TAIT leader.

b. Final Written TAIT Report.

(1) By the designated date, the TAIT leader will submit the final TAIT report and the Personnel Injury Report Form to the program manager who convened the TAIT. The TAIT leader will ensure that coordination with the Chief, SEC, has been accomplished. The program manager will forward the report to the office director with appropriate comments/recommendations. In the event the office director is not satisfied with the accuracy or completeness of the report, he/she will return the report to the program manager with guidance. Upon acceptance of the final report by the office director and issuance of instructions for any further action, the office director will forward the report through the Director's Office to the Chief, SEC, for filing.

(2) The office director will provide copies of the TAIT report to all affected office directors, the FLETC Legal Counsel, and, upon request, to all appropriate PO representatives. The office directors will duplicate and distribute

copies of the report only as necessary to implement instructions or recommendations contained in the final report.

9. OFFICE OF PRIMARY INTEREST. Program Support Division, Office of General Training.

Charles F. Rinkevich
Director

ATTACHMENTS: 2 (Available from Program Support Division)